**MARCELLO J. ROMERO**

**Career Profile:**

* Detail-oriented, efficient, and organized professional.
* Expert using Microsoft Excel and Visual Basic to create Macros.
* Strong analytical and problem-solving skills with the ability to make well thought out decisions.
* Highly trustworthy, loyal, and ethical.
* Resourceful in the completion of projects and tasks, effective at multi-tasking.

**Education:**

Matías Delgado University **2013**

Bachelor's Degree in Business Administration

**Professional Experience:**

**Argentine Group Inc September 2019 – To date**

**Administration, Operations and Finance Director**

***Day to day task***

* Invoice clients and manage Accounts Receivable
* Manage project finances
* Plan budgets
* Oversee subcontractor payroll
* Estimate projects
* Schedule jobs and oversee the execution

***Accomplishments:***

* Reduced Accounts Receivable by 80% and solved company cash flow problems.
* Modify invoices to be clean and clear for the client's better understanding and get them to pay without any objections.
* Made the transition from QB desktop to QB online, which enable the company to start receiving money electronically through Intuit, facilitating payment options to clients.
* Reduced project costs by 15% by implementing a plan and budget for each project.
* Re-make the estimating project template in excel to suit better the company needs and keep it dynamically for changes over the years. This helped present proposals more effectively and improved the percentage of how often projects are closed.
* Improved relations with subcontractors because purchase orders were implemented, which organized the accounts payable.

**Trustwork, Trade Group LLC June – August 2019**

**Accounting Consultant**

***Day to day tasks:***

* Invoice previous month's, detail, and manage communication on invoices to avoid problems or invoice rejection.
* Upload weekly payroll for Vendors to Cashpro bank service, with the correct information from QuickBooks.
* Update Banking on QuickBooks matching out bills paid and invoices paid.
* Upload new invoices to quick books using Zed Axis software.

***Accomplishments:***

* Completed all invoice upload and created unique templates using VBA to improve the communication between Coupa customer-supplier software for invoices and QuickBooks for the company. Daily invoice time was reduced, by uploading invoices in bulk.
* I upgraded templates to improve the communication between QuickBooks and Cash Pro banking service to match Vendors and avoid errors when uploading payroll.
* I created a new mapping for Zed Axis software to facilitate invoice upload to QuickBooks before they can only upload 1 line invoice. Now, they can upload a multi-line invoice, which reduces the Texas team workload.

**Empaques y Etiquetas S.A. de C.V. 2014 – 2019**

**Financial & Production Analyst & Sales Representative**

***Day to day tasks:***

* Given the duty to oversee the financial department with responsibility for Budgets, Payroll, Accounts Payable, and Receivables.
* I acted as Production Manager creating tools to organize and manage production, planning, and execution.
* Sales Representative.

***Accomplishments:***

* I decreased inventory rotation time from 120 days to 90 days.
* I increased production efficiency by analyzing the production process and reduce the time and usage of raw materials without compromising quality.
* I reduced production response time to Customers from 7 business days to 3 business days by Creating tools for correctly planning that considered the Flexographic machine's specification and labor shifts.
* I increased sales by 20% by bringing in a new big Client and attending its needs.
* I evaluated the costs of production and correctly assessed prices to improve profitability.
* I evaluated work orders and created KPI's for improving and optimizing processes.

***Other Experience:***

**Impresora Libertad S.A. de C.V. 2009 – 2013**

***Project Manager***

**COMPUTER SKILLS:**

* Microsoft Office
* Able to create specialized software in VBA in conjunction with Excel
* QuickBooks
* Monday
* Adobe Photoshop

**LANGUAGE SKILLS:**

Spanish & English

**Other Skills:**

* Drone pilot

**Reference:**

General Manager: Camila Cladellas at Empaques y Etiquetas SA de CV

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